



# The Uniting Church in Australia

## TOORAK UNITING CHURCH

# EQUIPMENT HIRE AGREEMENT

### PARTIES

Toorak Uniting Church on behalf of **The Uniting Church in Australia Property Trust (Victoria)**

Referred to as: (the **Church**)

Details 603 Toorak Rd, Toorak VIC 3142  
Email: office@toorakuc.org.au  
Contact Person: Office Manager  
Phone: 03 9829 0300

Name - Referred to as (the **Hirer**) \_\_\_\_\_

#### Hirer Details

Address line 1 \_\_\_\_\_  
Address line 2 \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
Contact name \_\_\_\_\_ Payment contact \_\_\_\_\_  
Contact phone \_\_\_\_\_ Contact email \_\_\_\_\_

### KEY TERMS OF AGREEMENT

#### 1.1 Terms and Conditions

It is the responsibility of the Hirer to check that the equipment is in good working order prior to leaving the Church.

The Church accepts no liability to any damage or injury caused through use of the Equipment.

The Equipment must be returned clean and dry, otherwise an additional charge will be made.

Any Equipment not returned by the finish date back to The Church will incur an additional daily charge up to a maximum of the retail value of the equipment.

Any damage to the Equipment during the time they are on hire, shall be compensated back to The Church within five business days of the finish date.

The Church reserves the right to test hire Equipment upon return and may take up to three business days following conclusion of a hire to demand that compensation be paid by the hirer if we find that goods have been returned faulty, due to mistreatment by the Hirer.

Hire commencing between 12.00pm - 4.00pm Friday afternoon and returned between 9.30am - 12.00pm Monday counts as one day's hire.



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### 1.2. The Equipment

Item	Quantity	Start date	Finish date	Fee per day
Trestle tables (up to 12 available)				\$5.00
Folding chairs (plastic – up to 30)				\$3.00
Stackable plastic chairs				\$3.00
Cutlery – set of 10 knives				\$1.00
Cutlery – set of 10 forks				\$1.00
Cutlery – set of 10 dessert spoons				\$1.00
Cutlery – set of 10 teaspoons				\$1.00
Set of 5 white cups and saucers				\$1.00

### 1.3. Payment of Security Deposit

A security deposit of \_\_\_\_\_ shall be paid prior to the User's acceptance of the equipment as security against any damage or cost. If there is no breach of conditions, damage or cleaning costs, the security bond shall be returned in full to the User's bank account as follows:

Hirer's account name

BSB

Account number

### 1.4. Payment of Fees

(a) The hire fee shall be paid at least one month prior to the start date. If booked with less than one month to occupancy, the fee shall be paid at the time of booking.

(b) Payment may be made:

#### A. By bank direct deposit to Church (preferred)

A/C Name	Toorak Uniting Church
BSB	033-086
Account	911892
Reference	Your Toorak Uniting Church invoice number

#### B. By cheque made payable to

Toorak Uniting Church  
Attention Bookkeeper  
603 Toorak Rd  
Toorak VIC 31042

#### C. By credit card (2.2% surcharge applies)

**SIGNED** by the CHURCH by its authorised representative

Signature

Name and role

Date

**SIGNED** by the USER by its authorised representative

Signature

Name and role

Date